# Job Description

**Title of Post:** Community Involvement Coordinator

**Location:** Sensory Hub George Street Perth

(with travel across Perth and Kinross)

## Reports to: CEO

**Salary:** £25,861 - £27141 (pro rata)

**Hours:** 26 Hours PW over 4 days (2 years fixed term contract)

## Job Summary:

VisionPK support people who have sight loss, are deaf or have hearing loss and live within the Perth and Kinross local authority area. We are commissioned by Perth and Kinross Health and Social Care Partnership to deliver specialist vision and hearing services.

We have just opened a new sensory hub in the centre of Perth and it is an exciting time to join the charity.

## The Community Involvement Coordinator is a new post for VisionPK, funded through the National Lottery Community Fund, and will play a vital role in strengthening VisionPK’s presence in the community. The post holder will oversee volunteer engagement, recruitment and governance, build relationships with stakeholders and promote VisionPK’s services across Perth and Kinross. This role includes developing and managing the new telephone befriending project.

**Key Responsibilities:**

**1. Volunteer Recruitment and Governance**

* **Recruitment and Training**: Lead the recruitment, selection, and onboarding of volunteers to support VisionPK’s activities.
* **Governance**: Work directly with the CEO to refresh and implement volunteer management policies and governance frameworks to ensure compliance with legal and organisational standards.
* **Training Programmes**: Design and deliver induction and ongoing training to equip volunteers with the necessary skills, particularly for roles in the telephone befriending project.
* **Support & Supervision**: Provide ongoing support, guidance, and supervision to volunteers to enhance their performance and ensure a positive volunteer experience, main focus being volunteer roles within the befriending project.

**2. Community Engagement & Relationship Building**

* **Community Outreach**: Develop relationships with local community groups, organisations, service users, and stakeholders to expand VisionPK’s network.
* **Linking with Stakeholders**: Engage with community partners to identify collaboration opportunities, ensuring VisionPK services are well-aligned with local needs.
* **Service Awareness**: Ensure that the wider community is aware of VisionPK’s services by participating in local events, delivering presentations, and using various channels to promote the charity’s work.
* **Sight & Hearing Loss Information**: Act as a key resource for information on sight and hearing loss in the community, helping people understand how they can access VisionPK’s support services.

**3. Telephone Befriending Project Leadership**

* **Project Development**: Lead the setup and delivery of VisionPK’s new telephone befriending project, ensuring it effectively supports isolated individuals with sight and/or hearing loss.
* **Volunteer Recruitment**: Recruit and manage a team of volunteers specifically for the befriending service, ensuring they receive adequate training and supervision.
* **Service Promotion**: Promote the telephone befriending service to the wider community, increasing awareness and encouraging participation among potential service users and volunteers.
* **Monitoring and Evaluation**: Track the impact and outcomes of the befriending project, providing regular reports and making recommendations for service improvements.

**4. Raising Awareness & Promoting VisionPK**

* **Brand Promotion**: Actively raise awareness of VisionPK, promoting its services, events, and initiatives through local and digital channels.
* **Fundraising Collaboration**: Work closely with the Fundraising Manager to develop and implement community-based fundraising initiatives that engage local supporters and raise essential funds for the charity.
* **Income Generation**: Identify opportunities to grow income for VisionPK by engaging with the community and expanding fundraising efforts in line with the organisation’s strategic goals.

**General Responsibilities:**

Every employee at VisionPK is required to:

* Adhere to, and comply with, organisational policies, procedures and guidelines at all times and to contribute to reviewing these when appropriate.
* Take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination.
* Comply with the organisational policy on confidentiality, and the General Data Protection Regulations.
* Respect the confidentiality and privacy of donors, volunteers, service users and staff at all times.
* To undertake such other duties appropriate to the level of the post as may be reasonably required to meet changing needs of the organisation. This may involve occasionally assisting with work normally undertaken by other members of staff where this is required on an exceptional basis because of unforeseen absences or extraordinary volumes of work.
* To support a culture of continuous improvement and equality in the provision of services.
* Maintain a constant awareness of health, welfare and safety issues affecting colleagues, service users, volunteers, visitors and themselves.
* Attend and contribute to team meetings and 'away days' and be an active, invested member of our team.
* Ability and willingness to travel throughout Perth and Kinross to attend charity fundraising events and outreach services.
* Able to work flexibly to meet the needs of service users and carers.

**The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation**

**Person Specification: Community Involvement Coordinator**

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| **Criteria** | **Essential** | **Desirable** |
| **Professional Experience / Skills** | Experience of working with volunteers, including recruitment, training, and supervision.  Understanding of local community needs and experience working with vulnerable groups.  Knowledge of sight and hearing loss issues, or willingness to learn.  Demonstrated ability to organise and promote services, particularly new or developing projects.  Competent at IT, use of Microsoft programmes and databases for recording activity.  Experience of GDPR / Confidentiality compliance  Experience of supporting fundraising initiatives.  Able to accurately maintain and monitor electronic files and data. Produce reports, KPIs and other written material as required | BSL Level 1  Project management in a charity setting.  Experience developing and managing befriending or similar volunteer-led projects.  Experience in community fundraising |

**Key Competencies**

* **Leadership:** Ability to lead volunteers and community initiatives, inspiring others to get involved and support VisionPK’s mission.
* **Communication:** Clear and effective communicator with strong presentation skills, able to engage diverse audiences.
* **Organisation:** Ability to manage multiple projects simultaneously, ensuring all initiatives are delivered effectively and on time.
* **Empathy and Understanding:** A compassionate approach to supporting individuals with sight and hearing loss, ensuring services are delivered with dignity and respect.
* **Collaboration:** Strong team player with a sense of fun and the ability to work closely with colleagues, volunteers, and external partners to achieve shared goals.

**Other Requirements**

* A clean driving licence and access to a car for travel across Perth and Kinross. (Expenses paid)
* Willing to join the PVG scheme.
* All candidates must have the right to work in the UK. This includes holding a valid visa that permits employment. Evidence of this eligibility will be required prior to the commencement of employment

**VisionPK is the operating name of Perth & Kinross Society for the Blind Scottish Charity Number SC001152**